

**COURT ORDERED FOIA PRODUCTION – NON-EMAIL RECORDS**  
**NOVEMBER 8, 2016 – DATE OF SEARCH**

You have been identified as a custodian likely to have responsive records related to FOIA requests concerning EPA’s review of the Steam Electric Effluent Limitations Guidelines and Standards Rule, commonly referred to as the “Steam Electric ELGs Rule.” These FOIA requests have been assigned tracking numbers EPA-HQ-2017-005671 and EPA-HQ-2017-010217. These FOIA requests are also currently in litigation. In order for EPA to demonstrate the Agency conducted a reasonably calculated search, as required by the FOIA, we need you to conduct a search of *non-email records* in your possession in accordance with the following parameters:

- (1) Subject Matter of potentially responsive records: A possible change of course, changes to the rule itself, reconsideration, or postponement of compliance deadlines with respect to the Steam Electric ELGs Rule.
- (2) Date range of potentially responsive records: November 8, 2016, through the date of your search.
- (3) Please conduct a search of the following types of records in your possession:
  - Paper files (including, but not limited to, phone logs, schedules, handwritten notes, etc.);
  - Non-email electronically stored information (“ESI”):
    - OneDrive
    - SharePoint
    - Government Furnished Equipment (“GFE”) computer hard drive(s)
    - Lotus Notes database(s)
    - Any other local or shared hard drive(s)
  - Text messages
  - Voicemail
  - External Drive(s) and Disc(s)
  - Other non-email Agency records in your possession that are likely to be responsive records

While conducting your search, *please take notes on your search methods* (e.g., type(s) of records, location(s) searched, how you identified responsive records, etc.). After you have completed your search, please scan and email any responsive records located through your search efforts to Beth White at [white.elizabeth@epa.gov](mailto:white.elizabeth@epa.gov). *Please also include your notes about your search.*

- (4) Lastly, to conclude your search efforts, *please specifically answer the following question*:

**Have you ever used personal email to conduct Agency business related to the review of the Steam Electric ELG Rule?**

  - a. If so, please indicate whether you have forwarded such message(s) to your [epa.gov](mailto:epa.gov) account and provide a copy of the forwarded message to Beth White at [white.elizabeth@epa.gov](mailto:white.elizabeth@epa.gov).
  - b.

EPA is obligated by **court order** to search, review, and produce all responsive records for EPA-HQ-2017-005671 by December 31, 2017. With such a tight deadline and the upcoming holidays, we need you to complete your search and submit any responsive records and search documentation by no later than **Friday, December 8, 2017.**

**Custodian List**

Administrator Pruitt  
Sarah Greenwalt  
Ryan Jackson  
Byron Brown  
Samantha Dravis  
Layne Bangerter  
Don Benton  
Holly Greaves  
David Schnare  
Brittany Bolen